

PERS EMPLOYER ADVISORY GROUP MEETING

NOTES

DATE: 01/22/2016 TIME: 10:00 AM-12:00 PM

PERS HEADQUARTERS

TYPE OF MEETING	PERS EMPLOYER ADVISORY GROUP MEETING
FACILITATOR	Sam Paris
NOTE TAKER	Debra Steiner
CALL IN NUMBER	(877)411-9748; participant code: 510922
ATTENDEES	<p>Present: PERS: Yvette Elledge-Rhodes, Sam Paris, Marjorie Taylor, Debra Steiner, Elaine King</p> <p>Employer Advisory Group: Nancy Brewer, City of Corvallis; Donna Chastain, Oregon State University; Dave Henderson, Linn-Benton Community College; Kerry Gilbreth, Portland State University; Debra Grabler, Tualatin Valley Fire & Rescue; Jim Langstraat, Portland Community College; Trudy Vidal; Department of Administrative Services; Jeff White, Marion County</p> <p>Guests: Jennifer Cooperman, City of Portland; Wendy Santucci, Oregon State University</p> <p>Phone: Rob Bovett; Association of Oregon Counties; Elizabeth McCann, City of Gresham; Heather Mercer, Western Oregon University; Rhonda Miller, City of Salem Lori Sattenspiel, Oregon School Board Association</p>

TIME: 10:00 – 10:05 TOPIC: WELCOME SAM PARIS

PURPOSE/GOAL	Roundtable Introductions
Sam Paris welcomed everyone to the PERS Employer Advisory Group meeting on January 22, 2016.	

TIME: 10:05 – 10:10 TOPIC: CONTINGENCY RESERVE POLICY YVETTE ELLEDGE-RHODES

PURPOSE/GOAL	Contingency Reserve Policy details
<p>PERS Chief Operations Officer, Yvette Elledge-Rhodes provided an update about the Contingency Reserve Policy. On Friday, January 29, 2016, a Contingency Reserve Policy Memo will go before the PERS Board. PERS Staff will present information to the PERS Board regarding clarification and policy development around the use of the Contingency Reserve. They may discuss appropriate methodology to determine adequate funding as well as what criteria should be applied to requests for use of the Contingency Reserve. The goal is to have a decision made at the March PERS Board meeting.</p>	

TIME 10:10 – 10:35 TOPIC: OPSRP CONTRIBUTION START DATE DATA YVETTE ELLEDGE-RHODES

PURPOSE/GOAL	OPSRP Contribution Start Data data
<p>Yvette Elledge-Rhodes provided an update on identifying the correct population of employees who have an incorrect OPSRP contribution start date (CSD). In an effort to be transparent, PERS staff are filtering this data based on issues such as undetermined eligibility, accounts that have incorrect transaction codes (i.e. waiting time transactions after CSD, retiree transactions with no retirement status on the system) and records that are more than 30 days from the CSD. PERS also has an adjustment threshold policy that can</p>	

be applied (salary is less than \$150).

Employees with these types of issues do not fall into the scenario that the EAG has been focused on, i.e. where contributions have not been paid on the first payday following the OPSRP CSD. PERS will eventually be sending a list to employers to review and validate this data. However, Yvette requested three volunteers to validate their lists of employees and provide feedback to PERS staff in order to ensure understanding in the assumptions that staff have developed. Donna Chastain, OSU; Jeff White, Marion County; and Nancy Brewer, City of Corvallis volunteered to help validate the data.

HB 3495 Implementation Update – Yvette checked in to see if employers were having any issues with the implementation of this legislation that was effective January 1, 2016. Responses from EAG members were that reporting seemed to be going well. She also stated that PERS may need to work specifically with school districts to see how best to gather data such as pay periods (data that schools currently do not provide). Staff will work directly with that employer group.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Look into how to handle accounts not in active status (withdrawn, deceased, inactive, retired, etc.)	Yvette Elledge-Rhodes	3/15/16

TIME: 10:35 – 10:55 **TOPIC: SB 454 (SICK TIME) IMPLEMENTATION** **YVETTE ELLEDGE-RHODES**

PURPOSE/GOAL	SB 454 (Sick Time) Implementation	
Yvette Elledge-Rhodes provided a handout about Employer Announcement 96 with draft FAQs with the intention of developing different scenarios about “Sick Time” and “Sick Leave.” On November 20, 2015, the proposed amendment of OAR 459-011-0500 was adopted - it clarifies “Sick Time” and “Sick Leave.” With the passage of SB 454, effective January 1, 2016, PERS is receiving a lot of questions about the distinction between the two. “Sick Leave” should be reported to PERS on the member’s termination. Only Tier One / Tier Two members in qualifying positions with employers participating in the PERS sick leave program are eligible. An EAG member mentioned that BOLI has provided conflicting information. We will get clarification about temporary employment, BOLI rules, and PERS Oregon Laws when it comes to reinstating “Sick Leave.” Yvette will bring this back to PERS policy representatives. Sam will send out the draft to the EAG members to gather comments and additional questions.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Clarification about SB 454	Yvette Elledge-Rhodes	4/1/2016
Send draft revised ER Announcement 96	Sam Paris	2/5/2016

TIME: 10:55 – 11:15 **TOPIC: OPSRP AVERAGE OVERTIME HOURS** **YVETTE ELLEDGE-RHODES**

PURPOSE/GOAL	OPSRP Average Overtime Hours Determination	
Yvette Elledge-Rhodes brought up an employer reporting issue about OPSRP average overtime hours. PERS is currently informing members to ask their employers as to what was reported. However, some employers are not reporting average overtime hours, so it is not being calculated in final average salary (FAS) for the benefit calculation.		
OAR 459-075-0030 notes, “...The average number of hours of overtime for an employee class shall be determined by the employer based on a reasonable expectation of the average number of hours of		

overtime employees in that class would perform over the course of a calendar year....”

A discussion about how often employers should review this information occurred since this impacts a member’s Final Average Salary, we will continue this topic at the April EAG meeting and PERS will do more analysis on the issue. If there are any specific questions, please contact your ESC Account Team Representative.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Additional analysis on Average OT hours	Sam Paris Yvette Elledge-Rhodes	3/15/16

TOPIC: EAG MEETING SCHEDULE FOR

TIME: 11:15 – 11:20

2016

SAM PARIS

PURPOSE/GOAL	EAG Meeting Dates for 2016
PERS Strategic Operations Resource Teams Manager, Sam Paris provided the list of meeting dates: Friday, April 15 Friday, July 15 Friday, October 21 Packet information will be available online.	

TIME: 11:20 – 11:35

TOPIC: ROUNDTABLE – MISC.

PURPOSE/GOAL	Identify Employer Concerns	
General eligibility: Donna Chastain will email Yvette with a list of members that need a plan transfer.		
GASB 68 reported: Nancy Brewer reminded PERS staff that the EAG still expected a reponse to their questions on GASB 68 methodology. Since GASB statements will go out in April, a special meeting about GASB could be scheduled. The EAG members would like more information before the statements go out. Yvette will follow up with the PERS financial group.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
GASB 68 Follow-up	Sam Paris	2/26/16

Next Meeting Facilitator: Sam Paris
Next Meeting Date/ Time: April 15th 10:00 AM – 12:00 PM